

National Institutes of Health
Acknowledgment of Application and
Report of Action Taken

Part 1 -- Request for Merit Promotion Consideration

Note to Applicant: The pink copy of this form notifies you that we received your application for employment. This is sent to you first. After action is taken on the position, we mail you the white copy to let you know what action was taken.

Type or print name and address in box below.

Announcement No.

Title and Grade of Position Applied for

ICD

Phone No.

Part 2 -- Acknowledgement and Report to Applicant

- ☐ 1. Your application was received in our office on _____.
- ☐ 2. You were in the group of candidates referred to the selecting official for consideration, but not selected.
- ☐ 3. You were found to be qualified, but your rating was not high enough for you to be included in the group of candidates who were referred to the selecting official.
- ☐ 4. You were found not eligible for this position for the following reason(s):
- ☐ a. Your application did not show that you met the minimum OPM qualification requirements stated in the vacancy announcement.
 - ☐ b. Your application did not show that you met the selective placement factors stated in the vacancy announcement.
 - ☐ c. You did not meet the one year time-in-grade requirement for promotion.
 - ☐ d. You were outside the area of consideration stated in the vacancy announcement. There was a sufficiently large number of candidates within the announced area of consideration; therefore, your application was not considered under this announcement.
 - ☐ e. Your application was received after the announced closing date and not in time to be considered for the vacancy.
 - ☐ f. Recruitment was limited to status candidates. Status candidates are current Federal employees or those having reinstatement eligibility.
- ☐ 5. Other

Signature of Personnel Specialist: _____

Date: _____

Part 3 -- Privacy Act Statement

GENERAL: This information is provided pursuant to Public Law 93- 579 (Privacy Act of 1974, December 31, 1974), for individuals completing Federal employment application forms.

AUTHORITY: Sections 1302, 3301, and 3304 of Title 5, United States Code, give the U.S. Office of Personnel Management the authority to recruit, examine and evaluate applicants' qualification for employment in the Federal service. Sections 203.201 and 330.101 of Title 5, Code of Federal Regulations empower the head of an agency to handle the personnel functions for positions in the competitive service.

PURPOSES AND USES: The principle purpose of "Request for Merit Promotion Consideration," is to inform applicants of the status of their employment application forms. All or part of this form, when completed, may be disclosed to the following:

1. Federal agency selecting officials for use in internal personnel management functions.
2. Anyone requesting statistical information (without your personal identification) under the Freedom of Information Act.

EFFECTS OF NONDISCLOSURE: Omission of an item may preclude your full consideration for employment in a position for which this information is needed.